

BUDGET AIDE III

NATURE AND VARIETY OF WORK

This is advanced level para-professional budget support work. Work is characterized by the performance of the more difficult budget related tasks and lead role responsibilities. Work is performed under general supervision and is evaluated for accuracy and timeliness as it contributes to operational objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in analyzing the budgets of several small County agencies; reviews budget submissions for conformance with procedural requirements and advises analyst of existing or changing technical procedures in the budget process.

Researches, computes and compiles data in the preparation of related documents in accordance with applicable procedures.

Prepares charts and tables used in analyzing budget requests.

Reviews, processes and corrects data input for automated budget system.

Trains, coordinates and may lead subordinate personnel.

Prepares responses to requests from outside agencies and citizens for information related to the County budget process.

Maintains office computer printout library and variety of related records.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of budgetary principles and practices.

Knowledge of County budget procedures.

Knowledge of general data processing concepts and related data processing procedures.
Skill in performing basic mathematical computations.

Skill in maintaining accurate retrievable records.

Skill in operating standard office equipment.

Ability to analyze financial data.

Ability to train and lead subordinates.

MINIMUM QUALIFICATIONS

Must have experience at the Budget Aide II level equal to the length of the probationary period; possess Associates Arts Degree in accounting plus one (1) year of para-professional support work in budget preparation, review and analysis. Any equivalent combination of relevant education training and experience will also be accepted.

CREATED: 3/76
REVISED: 10/88